



**AIR FORCE OPERATIONAL TEST  
AND EVALUATION CENTER  
Supplement 1**

**1 SEPTEMBER 2005**

**OPERATIONS**

**AFOTEC ANTITERRORISM (AT) PROGRAM  
STANDARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFOTEC/SF (Ms. Archuleta)

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**AFI 10-245, *Air Force Antiterrorism Standards*, 21 June 2002, is supplemented as follows:**

This supplement applies to all personnel assigned to HQ AFOTEC at Kirtland AFB including contractors, and visiting personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force WEB-RIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>.

1.1.2.1. (Added) The AFOTEC Security Office (SF) continually reviews the AT posture for the unit at KAFB and keeps current with changing policies and threat levels.

2.1.1.14. (Added) The AT Level 2 Officer assigned to SF will attend the 377<sup>th</sup> ABW Installation Force Protection Working Group (FPWG) meetings.

2.3.4.1. (Added) AFOTEC/SF will develop and implement an ATPFP checklist that supplements and supports the 377<sup>th</sup> ABW ATPFP program and provides for unit specific requirements.

2.6.1. (Added) AFOTEC/SF will assign a primary and alternate AT Officer (ATO) to represent the unit at KAFB.

2.6.4.1. (Added) ATO will attend the 377<sup>th</sup> ABW FPWG meetings and maintain liaison with the host installation ATO and AT staff.

2.13.2.2. (Added) AFOTEC/SF will develop and implement a unit specific FPCON checklist at HQ AFOTEC, KAFB.

2.13.4.2. (Added) HQ AFOTEC at KAFB will participate in the host base Random Antiterrorism Measures (RAM) program. AFOTEC/SF receives and implements the monthly RAM calendar. Security Managers will participate in the RAM Program when requested by SF. Other personnel may be required to

participate as needed. The ATO will report RAM start/stop times to the 377<sup>th</sup> SFS at 846-7913 or by replying to the notification email sent by the base ATO office.

2.22.2.1. (Added) Level 1 Antiterrorism Training is available on the AFOTEC Training website under Ancillary Training. All active duty members, and DoD employees are required to complete this training annually. Contractor personnel are invited to complete this training also, under the terms and conditions as specified in their contracts. AFOTEC/SF will report the total number of AT Level 1 course completions to the 377<sup>th</sup> SFOAT quarterly or as requested. The local OSI Detachment 116 at KAFB conducts specific Area of Responsibility (AOR) briefing.

**Attachment 9 (Added)****AFOTEC FPCON AND MEASURES CHECKLIST**

**A9.1. (Added)** FPCON NORMAL: (Added) This condition applies when a general global threat of possible terrorist activity exists and warrants a routine security posture.

A9.1.1. (Added) MEASURE 1. SF: Review and update all localized checklists and plans periodically or as needed. Ensure that FPCON status on AFOTEC Homepage reads NORMAL.

A9.1.2. (Added) MEASURE 2. SF: Notify AFOTEC/CV of impact to mission/upcoming events if increased FPCON measures are implemented.

A9.1.3. (Added) MEASURE 3. SF/RME: Inventory and position FPCON support equipment and materials and restock if necessary. (Barriers, signs, rope, barrier tape, FPCON signs).

A9.1.4. (Added) MEASURE 4. SF: Implement Random Antiterrorism Measures (RAM) in accordance with the KAFB installation RAM Program.

A9.1.5. (Added) MEASURE 5. Security Managers/All: Report shortfalls and vulnerabilities to SF.

A9.1.6. (Added) MEASURE 6. DP: Identify impact on manning if personnel are deployed or assigned to augment other base agencies during increased FPCONs.

A9.1.7. (Added) MEASURE 7. SF: Conduct random exterior checks of all AFOTEC facilities and parking lots. Ensure that all exterior doors are properly secured. Randomly inspect and secure all storage areas and rooms not in regular use.

A9.1.8. (Added) MEASURE 8. SF: Ensure that FPCON NORMAL signs are posted on all facility entrances.

A9.1.9. (Added) MEASURE 9. SF: Conduct 100% I.D. checks of all visitors.

**A9.2. (Added)** FPCON ALPHA : (Added) This condition applies when there is an increased general threat of possible terrorist activity against personnel or facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. However, it may be necessary to implement certain measures from higher FPCONS resulting from measures resulting from intelligence received or as a deterrent. The measures in this FPCON must be capable of being maintained indefinitely.

A9.2.1. (Added) MEASURE 1. SF: Continue or introduce all measures in the previous FPCON.

A9.2.2. (Added) MEASURE 2. SF: Update FPCON status on AFOTEC Homepage to ALPHA.

A9.2.3. (Added) MEASURE 3. SF: Coordinate with CV/CC on increased FPCON.

A9.2.4. (Added) MEASURE 4. SF: Conduct mass notification via email to all HQ personnel of increased FPCON, (info copy to Dets 2, 4, 5, 6) include BSD received from 377<sup>th</sup> ABW.

A9.2.5. (Added) MEASURE 5. SF: Archive all BSDs until terminated. SF keep hard copies in Transitory files for 90 days.

A9.2.6. (Added) MEASURE 6. SF: Increase random checks of building exteriors, parking lots and exterior doors. Conduct random checks of interior office areas/hallways to identify any vulnerabilities and suspicious items and/or activity.

A9.2.7. (Added) MEASURE 7. SF/FSTR Monitor: Review all plans to include Full Spectrum Threat Response (FSTR), Physical Security, Resource Protection, and higher FPCON measures.

A9.2.8. (Added) MEASURE 8. SF: Implement all measures as directed in the 377<sup>th</sup> BSD.

**A9.3. (Added) FPCON BRAVO:** This condition applies when an increased or more predictable threat of terrorist activity exists. The measures in this FPCON must be capable of being maintained for weeks without causing undue hardship, affecting operational capability or aggravating relations with local authorities. However, sustaining BRAVO measures for a prolonged period may affect operational capability and relations with local authorities.

A9.3.1. (Added) MEASURE 1. SF/ALL: Continue, or introduce all measures in previous FPCONs.

A9.3.2. (Added) MEASURE 2. SF: Update FPCON status on AFOTEC Homepage to BRAVO.

A9.3.3. (Added) MEASURE 3. SF: Conduct mass notification via email to all HQ personnel of increased FPCON, (info copy to Dets 2, 4, 5, 6) include BSD received from 377<sup>th</sup> ABW.

A9.3.4. (Added) MEASURE 4. SF/Security Managers: Review procedures for enhanced security measures (I.D. checks, Single Point of Entry, Restricted Parking, etc.) See attachment 2 in AFI 10-245, AFOTEC Supplement #1, Antiterrorism Measures.

A9.3.5. (Added) MEASURE 5. Implement parking restrictions in front of building 20130, (Wyoming entrance) and the quad area surrounded by buildings 20201, 20202, and 20203.

A9.3.6. (Added) MEASURE 6. SF: Implement all measures as directed in the 377<sup>th</sup> BSD.

**A9.4. (Added) FPCON CHARLIE.** This condition applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is likely. Implementation of measures in this FPCON for more than just a short period may create hardship and affects the activities of the unit and its personnel.

A9.4.1. (Added) MEASURE 1. SF/ALL: Continue or introduce all measures in previous FPCON.

A9.4.2. (Added) MEASURE 2. SF: Conduct mass notification via email to all HQ personnel of increased FPCON, (info copy to Dets 2, 4, 5, 6) include BSD received from 377<sup>th</sup> ABW. Post FPCON CHARLIE signs.

A9.4.3. (Added) MEASURE 3. SF/CC/CV/DP: Implement all measures directed in the 377<sup>th</sup> BSD.

A9.4.4. (Added) MEASURE 4. SF: Use attachment #2 in AFI 10-245, AFOTEC Supplement #1, Single Point of Entry Guide, if 100% I.D. checks and Single Point of Entry are implemented.

**A9.5. (Added) FPCON DELTA.** This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is imminent. Normally, this FPCON is declared as a localized condition. FPCON Delta measures are not intended to be sustained for substantial periods.

A9.5.1. (Added) MEASURE 1. SF/ALL: Continue or introduce all measures in previous FPCON.

A9.5.2. (Added) MEASURE 2. SF: Conduct mass notification via email to all HQ personnel of increased FPCON, (info copy to Dets 2, 4, 5, 6) include BSD received from 377<sup>th</sup> ABW. Post FPCON DELTA signs.

A9.5.3. (Added) MEASURE 3. SF: Implement all measures as directed by the 377<sup>th</sup> ABW BSD.

A9.5.4. (Added) MEASURE 4. SF: Use attachment #2 in AFI 10-245, AFOTEC Supplement #1, Single Point of Entry Guide, if 100% I.D. checks and Single Point of Entry are implemented.

**Attachment 10****HQ AFOTEC BUILDING ENTRY CONTROL GUIDE**

**A10.1. (Added) Introduction.** This guide will be used by entry controllers at HQ AFOTEC during Force Protection Conditions (FPCONs) CHARLIE and DELTA or anytime that single point of entry procedures are implemented. A copy of this guide will be posted at the designated building entrances below. Entry Controllers must adhere to this guide while assigned to their post.

**A10.2. (Added) Designated Entrances.** The following entrances will be manned as follows from 0630-1700:

A10.2.1. Bldg. 20129 – South Door ST

A10.2.2. Bldg. 20130 – PC Door - SF/SE/DP/AS/XP/TS/RM/XO

A10.2.3. Bldg. 20201 – West Door - SC/XP/DET-1

A10.2.4. Bldg. 20202 – NE Door - Det 3/SC/TS/XOT

A10.2.5. Bldg. 20203 – SE Door- Det 1

A10.2.6. Bldg. 20416 – North Door - RML

A10.2.7. Bldg. 20430 – East Door - Det 1

**A10.3. (Added) Entrance Verification / Examination Procedures.** Personnel must be posted at designated entrances to verify entrance/exit and examine hand carried items.

A10.3.1. (Added) FPCON CHARLIE. AFOTEC personnel possessing an **AFOTEC staff, support or contractor badge** are authorized entrance and are not required to provide additional identification upon entrance. Hand carried items will be randomly examined. By virtue of his position, the AFOTEC Commander is exempt from this requirement.

A10.3.2. (Added) FPCON CHARLIE and DELTA, cleared visitors possessing a **black “V” badge** are authorized entrance; however, they must provide additional identification and their destination upon entrance. \*IN FPCON DELTA, 100% ID check is required- no exceptions. Examination of ALL hand carried items is also required.

A10.3.3. (Added) FPCON CHARLIE and DELTA, uncleared visitors possessing a **red “V” badge, or no badge**, must call their AFOTEC POC for entrance. Examine ALL hand carried items. If necessary, POC must escort to AFOTEC SF for badge issuance immediately.

**A10.4. (Added) Additional Information:**

A10.4.1. (Added) Assuming your post. Conduct a physical check of your surroundings, to include a complete walk around of your building. Ensure all unused entrances/exits are secured. Ensure correct FPCON signs are posted.

A10.4.2. (Added) Read all post materials thoroughly. This includes post instructions, pass-ons, and bulletins.

A10.4.3. (Added) If there is a telephone, ensure it works and know whom to contact in case of an emergency. If no telephone is available, designate an alternate procedure for sounding the alarm in case of emergency.

A10.4.4. (Added) During 100% ID checks, the following can be used to verify identity and allow entry into your facility:

A10.4.4.1. (Added) Positive personal recognition.

A10.4.4.2. (Added) A valid form of DoD identification.

A10.4.5. (Added) **How to check a DoD ID Card:**

A10.4.5.1. (Added) Physically take the card from the person.

A10.4.5.2. (Added) Compare the picture on the card to the person.

A10.4.5.3. (Added) Check the expiration date.

A10.4.5.4. (Added) Check the date of issue.

A10.4.5.5. (Added) Check physical characteristics in the photo against the person's physical appearance.

A10.4.5.6. (Added) Check for the holograms on the DD Form 2 (USA and DoD Eagle symbols).

A10.4.5.7. (Added) Check to make sure the card is not coming apart or showing signs of tampering (i.e., picture outside of lamination, double lamination, two cards glued together, erased/overwritten text, etc.).

A10.4.5.8. (Added) If the card is unserviceable (coming apart/damaged) or expired direct the individual to MPF to get a new card.

A10.4.5.9. (Added) If the card is obviously tampered, treat the card as a suspicious item. Do not return the card to the individual.

A10.4.5.10. (Added) Contact AFOTEC SF immediately. Instruct the individual to standby until help arrives. If the person leaves before help arrives, get a good description and the route of travel.

A10.4.6. (Added) **What to look for during examination of hand carried item (look for the obvious).** Have the individual reveal the contents of the hand carried item by opening the item. If during your check you discover an item that may cause a public safety concern, stop the check, ask the individual to standby, and notify AFOTEC SF. If a person wanting access to the facility refuses to allow their hand carried items to be examined, simply deny them entry, ask the individual to standby, and notify SF. If the individual leaves, get a good description and route of travel. **NOTE:** It is important to remember you are not doing a search of the hand carried items, just an examination.

A10.4.6.1. (Added) Firearms. Privately owned firearms are not allowed into AFOTEC facilities.

A10.4.6.2. (Added) Explosive materials (dynamite, clearly marked explosive items, blasting caps, government C-4, hand grenades, etc.) are not allowed into AFOTEC facilities.

A10.4.6.3. (Added) Knives. In general, a knife with a blade in excess of 5 ½ inches in length is considered an illegal weapon. However, pocket knives, nail files, box cutters, etc., are not. If in doubt, contact AFOTEC SF.

A10.4.6.4. (Added) In general, personal protective devices (i.e., mace, pepper spray) are not considered illegal weapons. If in doubt, contact AFOTEC SF.

A10.4.6.5. (Added) While your examination should not focus on looking for illegal drugs or contraband, if you recognize material or substances clearly illegal deny entry, ask the individual to stand by, and contact 377th Security Forces immediately.

A10.4.7. (Added) **What to do if you find something suspicious while examining hand carried items:**

A10.4.7.1. (Added) Consider the following items “suspicious”: Items with string or wire attached, greasy, dirty envelopes, and two-way radios. Do not attempt to open suspicious packages. Deny entry, ask the person to standby until help arrives, isolate the area and contact 377th Security Forces immediately.

A10.4.7.2. (Added) If you discover a person illegally in the possession of a firearm or explosive device, deny entry, ask the person to standby until help arrives, and contact 377th Security Forces immediately.

A10.4.7.3. (Added) If a suspicious item is dropped or somehow ends up in your possession, do not handle the item. React according to the threat (i.e., if the item is a suspected explosive device or a suspected biological substance, clear the area and contact Security Forces immediately). Keep constant control of the item by keeping other people away from the immediate area until arrival of 377th Security Forces, AFOSI, or the responding emergency agency.

A10.4.7.4. (Added) If the person leaves before help arrives, get a good description and the route of travel.

**A10.5. (Added) EMERGENCY NUMBERS:**

A10.5.1. (Added) 377th SECURITY FORCES: 6-7913 / 7926

A10.5.2. (Added) HQ AFOTEC/SF: 6-5233 / 6-4727 / 6-5207

A10.5.3. (Added) HQ AFOTEC/CCE: 6-4533

Alison R. Hill, Colonel, USAF  
Commander